

**Flat Rock Public Library  
Board of Directors Meeting  
Minutes November 18, 2020**

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Meeting called to order at 4:34 p.m. by President MacDonald via ZOOM.

**I. ROLL CALL OF MEMBERS:**

Present: Tom MacDonald, Dave Beddingfield, Adrienne Clements, Wendy Clark  
Excused: Sally Carter,  
Guests: Library Director Michael Cummings

**II. APPROVAL OF AGENDA:**

*Motion by MacDonald supported by Beddingfield to approve the Agenda. Motion carried*

**III. APPROVAL OF MINUTES:**

*Motion by MacDonald, supported by Clark to approve the October 7, 2020 minutes as presented. Motion carried.*

**IV. FINANCIAL REPORT:** Revenue and Expenditure Report for period ended 9-30-20 reviewed.

*Motion by Clark, supported by MacDonald to approve the Financial Report. Motion carried.*

**V. PUBLIC COMMENT:** None

**VI. OLD BUSINESS:**

1. Fines, Rentals & Renewals: some libraries are fine-free. Problem with some inter-library items missing.
2. Director's Evaluation: Director met or exceeded all Evaluation requirements.

**VII. NEW BUSINESS:**

1. MDHHS Orders: current operation practices approved by city and legal. Continue Story Time, Sat & Sun programs.
2. Balance Fund Projects: Landscaping – one quote received, another required. Table Fire Suppression Sprinkler – new compressor recommended, determine cost. Table 3 Upper Furnaces – 3 bids reviewed. Superior awarded bid to replace all 3 upper furnaces and AC.

*Motion by Clark, supported by MacDonald to approve the Superior bid to replace all 3 upper furnaces and AC. Motion carried.*

3. Proposed Closed Dates 2021: (attached)

*Motion by MacDonald, supported by Clements to approve the 2020 Closed Dates. Motion carried.*

**VIII. YOUTH REPORT:** Halloween Program, Story Time, Phone a Story, Thanksgiving & Christmas Programs: Appropriate participation under difficult Covid circumstances. Great job.

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**IX. DIRECTOR’S REPORT:**

- Story Time & Computer Use: following Covid guidelines 4 computers open, appointments encouraged, 45 min usage suggested.
- Building Update – Front Door: locks are working. Table
- CARES Grant: submitted some bills for \$175 for PPE and electronic
- Staffing: down 3 staff members, 1 position posted. Current employees picking up hours.

**X. CORRESPONDENCE:** All Board Members and Director received letters from Jehovah Witness.

**XI. BOARD COMMENTS:** MacDonald noted the death of founding/former Board member Ruth Vack. Fireplace reading area was previously named in honor of her years of dedication and service.  
Happy Holiday’s from the entire Board

The next meeting will be held on Wednesday, January 20, 2021 at 4:30pm. There being no further business to discuss a motion was made by MacDonald supported by Clark to adjourn the meeting at 5:44 p.m.

Respectfully submitted,

Marie O’Hara  
Recording Secretary

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Thomas MacDonald, President

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Date

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Sally Carter, Secretary

\_\_\_\_\_  
Date